

Chapter 5:
**Using the Systems
Approach to Grants
Administration
for Windows (WinSAGA)**

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Table 7. The Systems Approach to Grant Administration for Windows At-A-Glance (WinSAGA)

Grant Process	WinSAGA Steps
Grant application is received and reviewed.	Enter application. Enter PR ¹ information. Enter Budget. Print PR, NFAA ² , Budget, and IPAR ³ .
PR is signed by the certifying and reviewing officials.	Enter date PR was signed. Generate PADS ⁴ batch and upload to PADS.
DOE Headquarters processes uploaded PADS file, creating report of accepted/rejected transactions.	Download PADS report and apply to WinSAGA. Correct errors reported by PADS. (All corrections will be sent with next PADS batch.)
NFAA is signed by contracting officer and sent to grantee and DISCAS ⁵ accounting systems.	Enter date NFAA was signed. Grant status is now shown as 'AA' or active. Generate PADS batch and upload.
DOE Headquarters processes uploaded PADS file, creating report of accepted/rejected transactions.	Download PADS report and apply to WinSAGA. Correct errors reported by PADS for next upload.
Grantee signs and returns the NFAA.	Enter grantee acceptance.
Grantee submits payment request to the awarding office or electronically to U.S. Department of Treasury. DISCAS staff enters payment information into DISCAS database.	Download payments from DISCAS and apply to WinSAGA database.
Grantee submits FSR ⁶ periodically as required.	Enter FSR into WinSAGA, indicating if final.
Grantee submits project status report periodically as required.	Enter report into WinSAGA (page depends on type of report submitted).
Grant expires and goes into closeout, or grant is extended and new PR is issued.	WinSAGA will display issues to be resolved, if any, before grant can be retired. Grant status is now shown as 'CO' or in closeout, after contracting officer signs and transmits NFAA and PR. If grant is to be extended or continued, enter new PR or application with new or extended budget, project period, and any new or carryover funds.
Grantee submits final FSR and project report.	Enter reports into WinSAGA.
Once all reports are in and costs equal payment and obligations (or one month after closeout), the grant is retired.	Change grant status to "RA" for retired. Generate PADS batch and upload. Download PADS report.

¹PR Procurement Request

²NFAA Notice of Financial Assistance Award

³IPAR Individual Procurement Action Report

⁴PADS Procurement and Assistance Data System

⁵DISCAS Departmental Integrated Standard Core Accounting System

⁶FSR Financial Status Report

Chapter 5: Using the Systems Approach to Grants Administration for Windows

What is WinSAGA?

WinSAGA is the Systems Approach to Grants Administration (SAGA) for Windows. This system allows DOE to administer SEP grants on-line and provides all network users access to current program records. WinSAGA reduces data redundancy and paperwork and provides the universal, complementary data collection that is critical to showing the positive results of the program.

Using WinSAGA

For more information about or assistance with WinSAGA, visit the WinSAGA web site at www.eren.doe.gov/buildings/state_and_community/saga.html or call the WinSAGA Hotline at Data Tree, Inc. (202) 653-2100, fax: (202) 653-2114.

States with WinSAGA enter grant applications and reports directly into the system and sign and submit them electronically to RSOs. All records entered or updated through the RSOs are copied to the national databases at DOE Headquarters, Golden, and Albuquerque (for transfer to the Departmental Integrated Standard Core Accounting System [DISCAS]). Award information is also uploaded from the RSOs to the Procurement and Assistance Data System (PADS) database. Contracting officers can sign and send awards electronically to the States. Because WinSAGA runs on a Windows NT platform, security protocols and encryption of sensitive data has been achieved.

With WinSAGA, users are able to display several views of one or multiple grants at the same time. The menus and toolbar provide quick and easy access to all aspects of grant tracking. Because WinSAGA continues to grow and change as DOE's programs change, the user's manual is incorporated directly into the application's help system. WinSAGA's help system is designed to remain as current as the software itself, keeping users informed of new features and changes to existing windows. Details of the WinSAGA help system include page level help, stored in printable chapters, for each of the system's windows. Also included are multimedia tutorials and field-by-field, context-sensitive help available at the click of a mouse. For more detailed and current information, interested users should seek on-line aid from the menu bar of the WinSAGA application.

Information in WinSAGA is organized into "files" (or windows) that contain document page tabs. Each tab links to related information. For example, the Grant window contains tabs that provide access to Applications, Procurement Requests (PRs), Budgets, Payments, Financial Status Reports (FSRs), Form SF272s, and

Program Reports. The State Application window contains tabs that access the Application Checklist, Form SF424, Budget, Annual File, Master File, and Assurances. The PVE window contains tabs for Designations, Distributions, Interest, and Other Income. The User window allows office WinSAGA system managers to enable users, assign data access levels, and authorize electronic signatures. Other windows permit offices to update information used by WinSAGA to print award documents, etc. The interface menu has options for transferring data to and from DISCAS and PADS.

WinSAGA Reporting

By maintaining a consistent data format in all offices, WinSAGA is able to generate powerful, customized reporting with Seagate's Crystal Reports[®], giving users the ability to print applications, awards, quarterly report forms, and standard WinSAGA reports. In addition, users can query data as needed, develop new reports, and extract information to produce charts and graphs. WinSAGA has the ability to convert data to interact with a variety of word processing, spreadsheet, and mapping software applications.